SECTION 4: FORMS AND REPORTS

TRANSACTION TYPE SELECTION:

dotdmr processing on behalf of TEST EMV FLEET - F049	
•	een designed to walk you through each available transaction. Simply select the utton and click "Next" to begin the step-by-step instructions.
O Create Fleet	
O Maintain Flee	
Forms and rep	orts
O Bank account	information
of each page. Dor	o move from page to page in e-MV Agent, be sure to use the controls at the top or botton "t use the "Back" or "Forward" buttons on your browser. guires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft 5.0 and above.

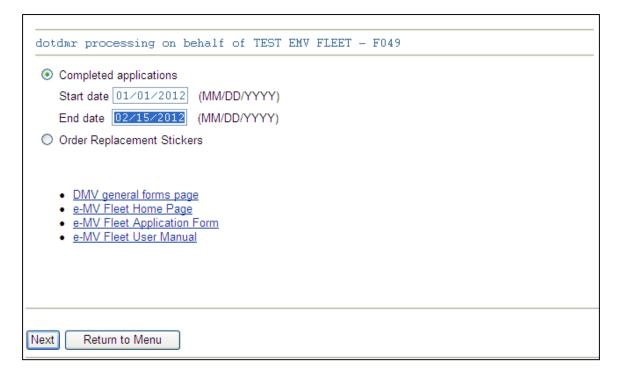
Select Forms and reports. Click Next

Forms and Reports: Select to perform various tasks.

- Completed applications enter dates to view a report of renewals completed via eMV Fleet.
- Order stickers select to order stickers for fleet vehicles you renew via eMV Fleet.
- DMV general forms page a link to various DMV forms on the DMV website.
- eMV Fleet Home Page a link to the information page for eMV Fleet on DMV's website.
- eMV Fleet Application Form a link for access to a PDF of the eMV Fleet application form.
- eMV Fleet User Manual a link to access the eMV Fleet User Manual

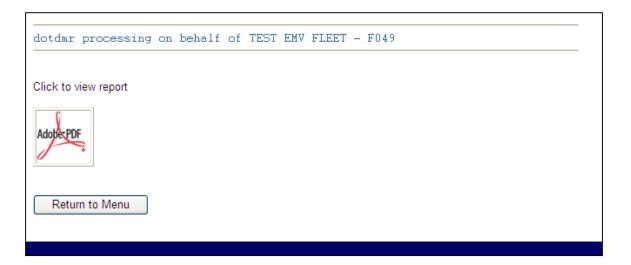


Completed Applications

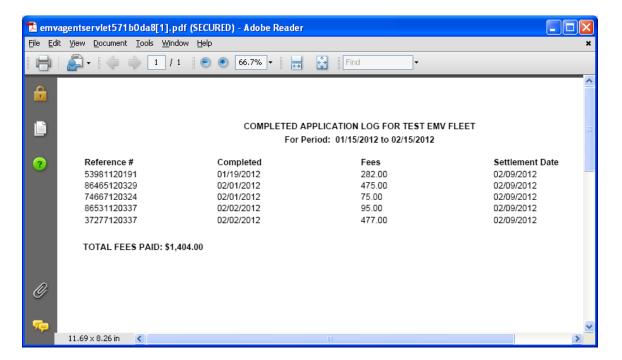


Enter the date range to retrieve a report transactions during that time period. If no Start/End dates are entered, the report will be for the current day's transactions.

Select Next or Return to Menu.



The system displays an Adobe PDF button. Click on Adobe PDF box to view report.



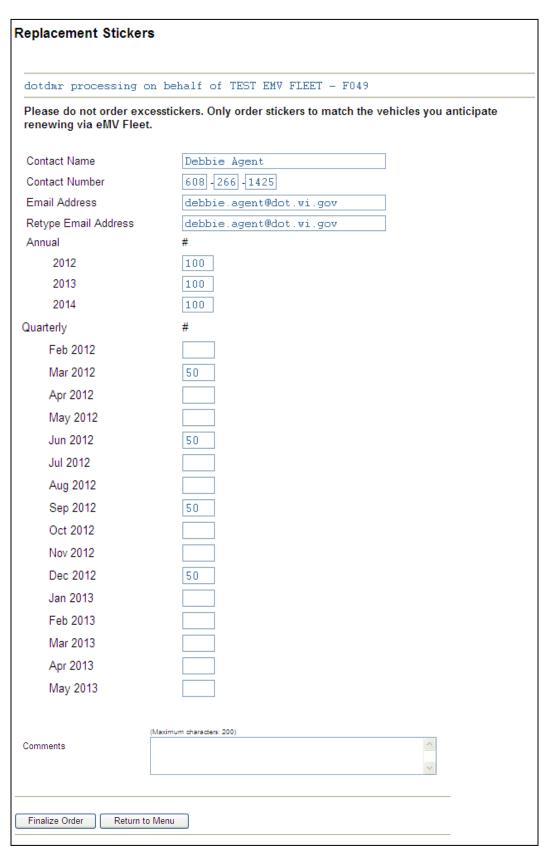
The Completed Application report will show reference number, date transactions completed, total fees collected that day, and ACH account settlement date. One calendar day's transactions are debited from the ACH account as a combined total.

Call the Agent Partnership Unit at 608-266-3566 for questions relating to the completed applications report. The reference number will be needed in order for them to assist you.

Order Replacement Stickers



Select Order Replacement Stickers. Click Next.



Enter amount of stickers to order. Only order the amount of stickers you anticipate will be needed for a 12 month period. Select **Finalize Order.**

Replacement Stickers Confirmation

dotdmr processing on behalf of TEST EMV FLEET - F049

You may wish to print this confirmation page for your records

Contact Name: Debbie Agent Contact Number: 6082661425

Email Address: debbie.agent@dot.wi.gov

Comments:

Number of Annual Stickers Ordered:

100 for 2012 100 for 2013 100 for 2014

Number of Quarterly Stickers Ordered:

50 for Mar 2012 50 for Jun 2012 50 for Sep 2012 50 for Dec 2012

Return to Menu

Receive confirmation of sticker order.

Return to Menu to return to main menu and continue processing or log off.